



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Battalion AO, 12A	<b>RANK/GRADE:</b> CPT/O3 ONLY	<input type="checkbox"/> <b>NATIONWIDE</b>	<b>ANNOUNCEMENT #:</b> AGR-FTM 2016-60
		<input checked="" type="checkbox"/> <b>NCARNG SOLDIERS ONLY</b>	

**UNIT, LOCATION, POC:**HQ 505<sup>TH</sup> ENGR BN/ Gastonia, NC

POC: MAJ Boles (984) 661-4501

[joseph.c.boles.mil@mail.mil](mailto:joseph.c.boles.mil@mail.mil)**OPENS:**

12 September 2016

**CLOSES:**

27 September 2016

**POSITION DESCRIPTION:** Plans and assigns work to be accomplished through subordinates engaged in a variety of occupations. Makes assignments based on priorities, degree of difficulty, and requirements of the assignment. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligible applicants. Reviews and/or recommends appointment, promotion or reassignment of employees. Establishes and/or approves performance standards. Monitors and evaluates employee performance. Recommends recognition for outstanding performance. Initiates or recommends corrective actions for sub-standard performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears complaints and grievances from employees. Resolves problems informally and/or makes recommendations for resolution to appropriate officials. Identifies developmental and training needs of employees and provides or procures training. Approves and/or disapproves leave requests. Promotes acceptance and adherence of programs such as Equal Employment Opportunity, Federal Women's Program, Labor Management Relations, and other similar special emphasis programs. Maintains an effective position management program. Assures position descriptions are accurate and positions are operating as intended. Conducts reviews of command policies, activities and programs to ensure subordinate units are effectively and efficiently progressing toward the desired readiness status. Assists in creating and/or changing command policies and procedures. Develops instructions for implementation by staff sections, technicians and subordinate elements. Keeps abreast with new policy statements, regulations and directives issued by higher headquarters. Supervises and coordinates the activities of each full time staff section of the headquarters and subordinate units. Reviews and finalizes studies relating to reorganization, relocation of units, personnel practices etc. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements.

**QUALIFICATION REQUIREMENTS:** **Must be able to obtain Branch 12A.** Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [nq.nc.ncarng.mbx.hro-agr@mail.mil](mailto:nq.nc.ncarng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**AGR APPLICATION CHECKLIST**  
**M-DAY SOLDIERS**

- \_\_\_\_\_ 1. NGB Form 34-1 Application for AGR (dated NOV 2013-previous editions are obsolete) **Include e-mail address at the top 1st page of NGB Form 34-1.**
- \_\_\_\_\_ Age: Over 18, under 55?
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record (Must be pulled in last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. IMR (within 15 months)
- \_\_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
- \_\_\_\_\_ If you are a SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ 9. DD Form 214 (must have items 23-30 included),
- \_\_\_\_\_ Reentry Code should be RE-1 or RE-2 (Check if RE-3 or RE-4).
- \_\_\_\_\_ Character of Service should be Honorable Discharge.
- \_\_\_\_\_ 10. NGB Form 23/23b Retirements Points History Statement (RPAM) (Must be pulled in last 30 days)
- \_\_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_\_ years, \_\_\_\_\_ months (Must be able to complete 3 years, on AD or FTNGD prior to achieving 18 Years of active service)
- \_\_\_\_\_ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- \_\_\_\_\_ If former AGR soldier, at least 12 months since REFRAD?

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to be resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

**AGR APPLICATION CHECKLIST**  
**AGR SOLDIERS**

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Is soldier currently under 18 months initial tour stabilization?
- \_\_\_\_\_ If lateral transfer, is soldier MOSQ for vacant position?
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- \_\_\_\_\_ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. IMR (within 15 months)
- \_\_\_\_\_ 6. DA Form 7349 Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- \_\_\_\_\_ If newly promoted SGT (Doesn't have 3 NCOERs), Need a letter of recommendation from Unit Commander or Supervisor (SFC/E7 or above).
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ 9. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 10. Current AGR Orders.

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